



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO

CMC-C4I  
9 Dec 96

WHITE LETTER NO. 14-96

From: Commandant of the Marine Corps  
To: All General Officers  
All Commanding Officers  
All Officers in Charge

Subj: COMMUNICATIONS SECURITY (COMSEC) ACCOUNT MANAGEMENT

1. Warfare in the Information Age demands effective protection of our COMSEC information. As of 1 November 1996, the Marine Corps reported 85 COMSEC incidents for the calendar year. These incidents ranged from premature destruction of material to complete mismanagement of accounts.

2. The responsibility for proper control and management of COMSEC material rests with the commanding officer. The command security manager and all who serve within the COMSEC chain of custody are no less accountable in their respective roles.

3. To fulfill command COMSEC responsibilities commanding officers must:

a. Know their personal COMSEC responsibilities and understand COMSEC chains of custody.

b. Emphasize unit accountability within COMSEC chains of custody through frequent command visits and spot checks.

c. Insist on exactness by unit COMSEC custodians in the performance of all COMSEC duties.

d. Ensure qualified, school-trained COMSEC personnel are assigned duties within a unit COMSEC account.

e. Strictly limit additional duty assignments of all COMSEC personnel.

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f. Encourage sustained and candid feedback from COMSEC personnel to both the commanding officer and unit security manager.

4. Several tools exist to assist commanding officers in fulfilling their COMSEC duties. The Department of the Navy COMSEC Policy and Procedures Manual (CMS 1) is the most authoritative publication available. CMS 1 contains a checklist to assist commanding officers in evaluating the condition of their account. CMS 1 also provides points of contact and telephone numbers for assistance and training.

5. If you have questions, I encourage you to take full advantage of the support provided by the following COMSEC experts:

a. COMSEC advisers within the chain of command.

b. Navy advice and assistance teams listed in CMS 1.

c. Director, COMSEC Material Systems (DCMS) action line (DSN 764-0245/46, Comm (202) 764-0245/46).

d. Marine Corps COMSEC Administrative Manager (DSN 223-3139 or Comm (703) 693-3139).

6. COMSEC accountability is an essential part of command. I charge each commanding officer to pay close attention to their COMSEC accounts and to immediately seek assistance if there is ever a question.



C. C. K. J. A. I.